

# CPPS and HRDW SECURITY ACCESS AUTHORIZATION REQUEST FORM

(1) ORG ID/NAME FOR CPPS	(2) GGCC SIGNON	(3) SPECIAL OPERATOR ID YOU WANT TO USE	(4) CHECK ONLY ONE <input type="checkbox"/> COMMUNITY COLLEGE <input type="checkbox"/> 4-YEAR COLLEGE <input type="checkbox"/> ALL OTHER AGENCIES	(5) CPPS <input type="checkbox"/> (5A) UPDATE <input type="checkbox"/> (5B) INQUIRY ONLY <input type="checkbox"/> (5C) REVOKE ACCESS
(7) CHECK ONLY ONE <input type="checkbox"/> ACCOUNTING/BUDGET <input type="checkbox"/> BENEFITS <input type="checkbox"/> PAYROLL <input type="checkbox"/> PERSONNEL <input type="checkbox"/> BENEFITS & PAYROLL <input type="checkbox"/> BENEFITS & PERSONNEL <input type="checkbox"/> BENEFITS & PAYROLL & PERSONNEL * <i>* Requests for all three functions requires a written request for an exception to accompany the Security Access Form.                  Any exceptions are approved and granted by the State Controller.</i>				(6) HRDW <input type="checkbox"/> (6A) Standard Access/Reports <input type="checkbox"/> (6B) Custom Extracts  <b>FAX REQUEST TO (303) 866-4138</b> PASSWORDS WILL BE RETURNED BY E-MAIL TO THE USER. (A COPY WILL BE RETURNED TO THE AGENCY)

## EMPLOYEE INFORMATION

(8) NAME: \_\_\_\_\_ (9) PHONE NO. (\_\_\_\_) \_\_\_\_\_

(10) SS#: \_\_\_\_\_ (11) ADDRESS: \_\_\_\_\_

(PRINT)

## APPROVING AUTHORITY INFORMATION

(12) \_\_\_\_\_ (13) \_\_\_\_\_

DEPARTMENT APPROVAL (HRAADMINISTRATOR OR SUPERVISOR) PRINT NAME

(14) (\_\_\_\_) \_\_\_\_\_ (15) (\_\_\_\_) \_\_\_\_\_ (16) \_\_\_\_/\_\_\_\_/\_\_\_\_

PHONE NUMBER FAX NUMBER DATE

(17) \_\_\_\_\_ (18) \_\_\_\_\_

AGENCY SECURITY ADMINISTRATOR (AGENCY CONTROLLER) PRINT NAME

(19) (\_\_\_\_) \_\_\_\_\_ (20) (\_\_\_\_) \_\_\_\_\_ (21) \_\_\_\_/\_\_\_\_/\_\_\_\_

PHONE NUMBER FAX NUMBER DATE

*DO NOT WRITE BELOW THIS LINE – OFFICE USE ONLY*

## CENTRAL PAYROLL USE ONLY

<u>OPERATOR ID</u>	<u>PASSWORD</u>	<u>QUERY ID</u>	<u>UPDATE/DELETE</u>	<u>INITIALS/DATE</u>
<input type="checkbox"/> STATEMENT OF COMPLIANCE				
<input type="checkbox"/> OTHER				